

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

11. CONTRACT ID CODE

J

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1 02

AMENDMENT/MODIFICATION NO.

P00039

13. EFFECTIVE DATE

95NOV17

14. REQUISITION/PURCHASE REQ. NO.

SEE SCHEDULE

5. PROJECT NO. (If applicable)

ISSUED BY

CODE

7. ADMINISTERED BY (If other than Item 6)

CODE

CONTRACTING SQUADRON

K AVENUE STE 1

SHEPPARD AFB TX

76311-2746

-8 DEC 98

NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip code)

PHOENIX MANAGEMENT INC

0087234

12466 LOS INDIOS TRAIL STE 213

AUSTIN TX 78729-7934

(X) 9A. AMENDMENT OF SOLICITATION NO.

9b. DATED (See item 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

X F4161296C0001

10B. DATED (See item 13)

95NOV29

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning ___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

NO CHG

.00

THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS,

IT MODIFIES THE CONTRACT/ORDER AS DESCRIBED IN ITEM 14.

(X) 9. This change order is issued pursuant to (specify authority) The changes set forth in Item 14 are made to the contract order no. in Item 10A.

10. The above numbered contract/order is modified to reflect the administrative changes (such as changes in billing office, appropriation data, etc.) set forth in Item 14 pursuant to the authority of FAR 43.103(b).

X C. This supplemental agreement is entered in pursuant to authority of:
CONTRACT CLAUSE I-546, FAR 52.243-1, CHANGES FIXED-PRICE

10. Other (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return ALL copies to the issuing office.

14. Description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

POC: FIDELIE, ROSEMARIE
PHONE: 9406762011

SEE SCHEDULE

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

ROJORIE STRICKLAND

RESIDENT

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

ROSE MARIE FIDELIE

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

25 Nov 98

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY Rose Marie Fidelie
(Signature of Contracting Officer)

3 Dec 98

(Signature of person authorized to sign)

STANDARD FORM 30

P00039
PHOENIX MANAGEMENT INC

F41612-96-C0001
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A. The purpose of this modification is to make the following changes to the contract resulting from AFMAN 24-309 being superseded by AFI 24-301 effective 1 Oct 98.

B. Contract pages 15, 31-43, 46, 48-51, 54-56, 67, 79, 80, 82, 83, 106, 111-117, 145, 147, 148, 149, 151 are deleted in their entirety and the attached revised pages 15, 31-43, 46, 48-51, 54-56, 67, 79, 80, 82, 83, 106, 111-117, 145, 147, 148, 149, 151 are their replacement.

C. This is a no cost modification to this contract agreed to by Marjorie Strickland, President, Phoenix Management, Inc., in letter dated 5 Nov 98.

D. All other terms and conditions remain unchanged and in effect.

2.1.11 Random Sampling. A sampling method in which each service output in a lot has an equal chance of being selected.

2.1.12 Sample. A sample consists of one or more service outputs drawn from a lot. The number of outputs in the sample is the sampling size.

2.1.13 Sampling Guide. The part of the surveillance plan which contains all the information needed to perform surveillance of the service output(s) by the random sampling method of surveillance.

2.1.14 Shall. Denotes imperative; expresses what is mandatory.

2.1.15 Will. May be interpreted to mean that the requirement is not always mandatory.

2.1.16 Contracting Officer. The Government agent awarding or administering contracts. The Contracting Officer is the only person authorized to contractually obligate the Government.

2.2 TECHNICAL DEFINITIONS PECULIAR TO THIS PERFORMANCE WORK STATEMENT.

2.2.1 Accident Repair. Repairs required as a result of collision, whether the object collided with a vehicle and regardless of whether the vehicle requiring repairs was a moving unit.

2.2.2 Analysis. Analysis provides a sound base upon which management can make valid decisions. Using analysis techniques, activities can determine and report on why the various vehicle management indicators (vehicle-out-of-commission (VOC), cost per mile, miles per gallon, etc.) behave as they do. If, for example, the VOC rate is up, the obvious reason would be an increased vehicle down for maintenance and or vehicle dead lined for parts rate. Thorough analysis will reveal why the rate is up and what action management needs to take to reduce the rate.

2.2.3 Building Manager. A contractor employee designated by the contractor as a point of contact on all matters dealing with real property maintenance and repair, fire protection and provided services, conditions of occupancy, and use of the Government furnished facilities.

2.2.4 Contractor Assigned Vehicles. Vehicles defined as pooled vehicles IAW AFI 24-301, which are operated and controlled primarily by contractor personnel.

2.2.5 Corrosion Control. The treatment required to prevent or correct corrosion on vehicles and equipment.

2.2.6 Deficiency. Condition which prevents a vehicle from meeting its designed operational requirement.

SECTION C-5

SPECIFIC TASKS

5. GENERAL

5.1 VEHICLE OPERATIONS.

5.1.1 VEHICLE MANAGEMENT. The contractor shall provide vehicle management as described in AFI 24-301 . . . Normal hours of operation shall be from 0730 through 1630 hours, Monday through Friday, unless directed otherwise by the Contracting Officer. Vehicle Dispatch hours of operation shall be 0400-0100 hrs, Mon. thru Fri, and 0800-1700 hrs. Sat, Sun, and Holidays. Driver Licensing hours of operations shall be continuous from 0730 through 1630 hours, Monday through Friday, unless directed otherwise by the Contracting Officer. Performance requirements are at Technical Exhibit 1 and estimated workload at Technical Exhibit 2.

5.1.2 VEHICLE CLEANING AND CARE.

5.1.2.1 The contractor shall accomplish a daily inspection and cleaning of contractor assigned vehicles as listed in T.E.5f. The 82 TRW/CC and 80 FTW/CC vehicles as listed in T.E.14, shall be cleaned and inspected only on Mon. and Thurs., and the remaining commanders vehicles as listed in T.E.14, once a week. Inspection shall be accomplished utilizing the appropriate 18XX series form IAW AFI 24-301 CHAP 1. Cleaning shall include; vacuuming interior, removal of trash, litter, debris, and foreign material from interior of the vehicle. The contractor shall indicate compliance with inspection and cleaning by completing the appropriate 18XX series form and affixing signature prior to operating the vehicle. Requirements set forth in this Paragraph also applies to contractor assigned vehicles not operated daily. (Ref: AFI 24-302 CHAP 1.

5.1.2.1.1 The contractor shall perform monthly tire pressure checks on contractor assigned and commanders vehicles NLT 3 workdays after the first day of the current month and indicate compliance by recording corrected tire pressure on the operators inspection guide and affixing signature on the appropriate 18XX series form. Vehicles on dispatch during first 3 workdays of the month will be checked and completed the same day the vehicle is returned from the user. (Ref: AFMAN 24-306, Chap 1, AFI 24-301 CHAP 1.

5.1.2.2 The contractor shall wash the exterior and clean interior of all contractors assigned vehicles, a minimum of once a week. The contractor shall wash the exterior and clean interior for the 82 TRW/CC and 80 FTW/CC vehicles Monday and Thursday each week and the remaining commanders vehicles once a week or as directed by FAC/QAE. Vehicles shall be washed with soap and water to remove all dust, dirt, and foreign substances. (Ref: AFMAN 24-306 and AFI 24-301 CHAP 1.

5.1.2.3 The contractor shall wax all contractor assigned vehicles a minimum of once every 90 days and commanders vehicles a minimum of once each month and more frequently when requested by the FAC. The contractor shall provide the QAEs list of vehicles by registration number, and date each vehicle was waxed NLT than the end of the first duty day after each calendar quarter. (Ref: AFI 24-301 CHAP 1.

5.1.2.4 The contractor shall accomplish servicing, cleaning and waxing of all commanders vehicles as specified at Para C-5.1.2.1 thru C-5.1.2.3. These vehicles may require more frequent cleaning and servicing as approved by FAC. The contractor shall pickup and deliver these vehicles as established by the FAC. The contractor shall provide a dedicated replacement vehicle when inspecting, servicing, cleaning and waxing commanders vehicles. The contractor shall make all vehicles listed at Technical Exhibit 14 available to the QAE after cleaning and servicing before vehicles are returned to commanders. The commanders vehicles that require inspecting, servicing, cleaning and waxing are listed at Technical Exhibit 14. Ref: AFI 24-301 CHAP 1, AFMAN 24-306 CHAP 1.

5.1.3 VEHICLE WASHING FACILITY.

5.1.3.1 The contractor shall operate the Government furnished washing facility at Building 2112 during the vehicle dispatch hours of operation as specified in Para 5.1.1. The contractor shall maintain the wash facility in a state of cleanliness at all times. The areas that shall be maintained clean are wash rack stalls, wands and hoses, grounds in and around wash facility and inside building 2112. (Ref: AFI 24-301 CHAP 1.)

5.1.3.2 The contractor will provide all supplies; soaps, water softener, degreasers, scrub brushes, mops, rags, etc., for the washing facility and shall insure supplies are on the wash rack in sufficient quantities to meet base user needs. (Ref: AFI 24-301 CHAP 1.)

5.1.3.3 The contractor shall initiate a civil engineering work order immediately for any wash facility system failure that prevents use of the wash facility or wash stall(s). (Ref: AFI-24 - 301 CHAP 1.)

5.1.3.4 The contractor shall provide the QAE a written status report within two work days after failure of the wash facility. Report shall include; problem, parts required, work order date and number, and estimated time to be returned to service. Status report shall be updated with the most recent information and continued at 5 workday intervals until the wash facility is fully serviceable. (Ref: AFI 24-301 CHAP 1.)

5.1.3.5 In event of washing facility failure and the estimated in-commission date is in excess of 14 calendar days, the contractor shall contact the Functional Area Chief and Contracting Officer within two(2) workdays of failure for instructions on establishing an alternate washing facility location. The contractor shall establish an alternate wash facility site when directed by the Contracting Officer and shall be responsible for managing and supplying all required supplies for the temporary wash facility. (Ref: AFI 24-301 CHAP 1.)

5.1.3.6 The contractor shall be responsible for the upkeep of industrial vacuum cleaners provided with the wash facility to include; initiating Civil Engineering work orders immediately after failure, cleaning and dumping vacuum cleaner trash receptacles daily. (Ref: AFI 24-301 CHAP 1.)

5.1.4 VEHICLE RECOVERY.

5.1.4.1 The contractor shall provide vehicle wrecker recovery service IAW Technical Order 36A-1-98 on SAFB and within 150 miles of the base, 24 hours per day, 7 days per week, and holidays included. This may require over and above driver requirements as specified in hours under Para 5.1.1. (Ref: AFI 24-301 CHAP 1.)

5.1.4.2 The contractor shall provide for all vehicles wrecker recovery service in excess of government furnished equipment capabilities, 24 hours per day, 7 days per week, and holidays included. All cost for wrecker service above government furnished is the responsibility of the contractor. (Ref: AFI 24-301 CHAP 1.)

5.1.4.3 The contractor shall provide on-call licensed, vehicle wrecker recovery operators, 24 hours per day, 7 days per week, holidays included. (Ref: AFI 24-301 CHAP 1.)

5.1.4.4 The contractor shall provide the QAE and Base Command Post a current typed list of wrecker operators at contract start date and update list NLT 24 hours after any change occurs. (Ref: AFI 24-301 CHAP 1.)

5.1.4.5 Contractor vehicle wrecker operators shall respond to wrecker recovery requests within 15 minutes of notification of requirement. (Ref: AFI 24-301 CHAP 1.)

5.1.5 PASSENGER AND CARGO MOVEMENT.

5.1.5.1 During vehicle dispatch hours of operation specified at Para C-5.1.1 all transportation services (taxi, transit aircrew, UDI, bus, tractor/trailer, fork-lift and wrecker operations) identified at Technical Exhibit 2 shall be provided. The contractor shall provide taxi, transit aircrew, passenger and cargo service, as requested within 10 minutes of requested time.

After normal duty hours, services shall be provided within one hour of notification of requirement. (Ref AFI 24-301 Chap 3)

5.1.5.2 The contractor shall provide transportation to and from commercial terminals for grades 06 and above; civilian equivalent (GS15 - GM15); Medical Red Flag Student class/group from BIVOUAC area after graduation and transit aircrew members within 10 minutes of requested time during hours of operation or prior transportation support requested in advance. The contractor shall provide transportation for all protocol support missions as determined by protocol. Transportation to Dallas/Fort Worth Airport shall be provided as approved by the FAC. A list of commercial terminals is listed at Technical Exhibit 12. (Ref: AFI 24-301 CHAP 3.)

5.1.5.3 The contractor shall provide transportation support for transit aircrews and passengers to and from Aircraft and quarters within 10 minutes of requested time during the hours specified for dispatch operation at Para C-5.1.1. The contractor shall provide transportation support for transit aircrews to home base as approved by the Functional Area Chief. (Ref: AFI 24-301 CHAP 3.)

5.1.5.4 Contractor vehicle operators shall extend full courtesies to visiting dignitaries and protocol supported missions; assist in loading, unloading baggage, opening and closing doors. (Ref: AFI 24-301 CHAP 1.)

5.1.5.5 The contractor shall receive oral and written transportation requests and record the information on AF Form 868 screen in the Dispatch Automated Fleet Information System (DAFIS) computer system. Transportation requests not supported shall also be recorded and the reason for non-support entered in DAFIS.

5.1.5.6 The contractor shall provide the QAE a summary of the computer generated AF Forms 868 for the previous day NLT 1200 the next work day for review. The contractor shall provide the QAE total runs by type for the previous day NLT 1200 the next work day for the following categories; taxi, transit aircrew, UDI, wrecker, scheduled bus runs, unscheduled bus runs, tractor/trailer, and forklift runs. Records shall be retained by the contractor for the duration of the contract. At the conclusion of the contract performance period, records shall be turned over to the CO. DAFIS program shall be used for analysis and required reports.

5.1.5.7 The contractor shall provide UDI vehicles IAW AFI 24-301 CHAP 1.)

5.1.5.7.1 The contractor shall inspect, clean and service UDI vehicles IAW AFI 24-301 CHAP 1,) and sign the appropriate 18XX-series AF Forms prior to first dispatch each day. This does not relieve the contractor of the responsibility for cleaning, servicing and making the vehicle ready for subsequent same day dispatches NLT 2 hours from time the vehicle is turned in. Units using UDI vehicles as replacements must clean and service vehicles before they are returned to Vehicle Operations. (Ref: AFI 24-301 CHAP 1.)

5.1.5.8 The contractor shall not dispatch UDI vehicles for more than 72 consecutive hours without the written approval of the Functional Area Chief or designated representative(s). (Ref: AFI 24-301 CHAP 1.)

5.1.5.9 The contractor shall obtain written approval from the Functional Area Chief or designated representative(s) to dispatch vehicles outside the Permissible Operating Distance for SAFB. (See Technical Exhibit 13) The contractor shall provide transportation of Aircrews when aircraft are grounded for maintenance within 150 miles of SAFB. (Ref: AFI 24-301 CHAP 1.)

5.1.5.10 The contractor shall operate the vehicle dispatch with sufficient number of dispatchers, and vehicle operators, during hours specified at Para C-5.1.1 for dispatch and transportation of cargo and passengers IAW AFI 24-301, chap 1, 2. For Saturdays, Sundays, and Holidays, from 0800-1700 hours only one person will be required. This person can be utilized for both the dispatcher and driver using the contractor provided Mobile (cellular) telephone. The contractor shall provide bus transportation for movement of students during inclement weather. The estimated workload for transporting students is included as part of the work load at Technical Exhibit 2a and trip frequencies are listed at Technical Exhibit 3a. The contractor shall transport and handle hazardous material, munitions and explosives as required. (Ref: AFMAN 91-201)

5.1.5.11 The contractor shall ensure vehicle operators compliance with special handling procedures, securing loads, and correct weight distribution IAW AFMAN 24-306. Contractor vehicle operators shall insure use of seat belt restraint devices IAW AFI 24-301 , CHAP 1.)

5.1.5.12 The contractor shall provide vehicle operators to load and unload vehicles being shipped and received.

5.1.5.13 The contractor shall ensure that Minimum Mission Essential Vehicle Levels approved by the LG/CC are available to satisfy mission requirements. (Ref: AFI 24-301, Chap 1.

5.1.5.14 The contractor shall initiate request for permits for oversize, overweight, or other special military movements on public highways in the United States to the Base Traffic Management Office IAW AFR 75-24 and AFI 24-301 CHAP 1.)

5.1.5.15 The contractor shall provide scheduled and unscheduled on-call movement of passengers and cargo up to the limits of the contractor assigned vehicles and shall initiate rental/lease of vehicles to satisfy requirements that exceed assigned asset capabilities. Some commitments may require temporary duty outside the base area requiring an overnight stay and shall be provided at no cost to the government. The estimated work load is included as part of the work load at Technical Exhibit 2a and estimated trip frequency requiring an overnight stay are listed at Technical Exhibit 3a. (Ref: AFI 24-301 CHAP 1.)

5.1.5.16 The contractor shall provide scheduled bus service to include transportation of dependent school children IAW AFI 24-301 CHAP 9.) Routes and schedules in effect, on contract start date, are provided at Technical Exhibit 3a. Buses may arrive at stops up to 5 minutes before scheduled arrival time. However, buses shall not depart stops before the scheduled time nor more than 5 minutes after the scheduled time. (Ref: AFI 24-301 CHAP 9.)

5.1.5.17 The contractor shall provide Squadron Morale and Recreational support as approved by the Chief of Transportation. The estimated workload is included as a part of the work load at Technical Exhibit 2a and trip frequency is listed at Technical Exhibit 3a. Over and above vehicle support/drivers may be required after duty hours and on weekends. Ref: AFI 24-301 chap 9)

5.1.5.18 The contractor shall provide for the security of vehicles under their control. Vehicles unattended for any reason shall have ignition keys removed, windows closed, and doors secured (except as otherwise permitted by Air Force Directives. (Ref: AFMAN 24-306 CHAP 1).

5.1.5.19 The contractor shall use radio procedures IAW AFI 24- 301 CHAP 1).

5.1.5.20 The contractor shall provide other specific movement requirements peculiar to SAFB listed at Technical Exhibit 3a. (Ref: AFI 24-301 CHAP 1 and 3).

5.1.5.21 The contractor shall obtain prior approval from the contracting office on all requests for payment for over and above labor, for vehicle operators.

Note: For emergencies other than hours mentioned in para 5.1.1 approval may be obtained from Base Command Post, FAC, and or QAE.

5.1.6 EQUIPMENT ACTION REQUEST/UTILIZATION - (EAR/U)

5.1.6.1 The contractor shall review AF Form 601 Equipment Action Request. The AF Form 601 and all required documentation will be presented to the Wing Logistic Group (LG) Commander for approval. Ref: AFI 24-301, Chap 1 and 5 and AETC Sup 1).

5.1.6.2 The contractor shall furnish the AF Form 601 and all required documentation to the Functional Area Chief (FAC) for review. Ref: AFI 24-301, Chap 1 and 5 and AETC Sup 1. 5.1.6.3 The contractor shall act as technical advisor to the Wing Logistic Group Commander. Ref: AFI 24-301 Chap 5.

5.1.6.4 The contractor shall prepare, provide, and maintain records associated with vehicle authorization/utilization proceedings IAW AFI 24-301, Chap 5 and AETC Sup 1.

5.1.7 VEHICLE AUTHORIZATIONS AND REGISTERED EQUIPMENT MANAGEMENT.

5.1.7.1 The contractor shall provide the LG written rationale for recommending approval or disapproval of requests for vehicles, IAW AFI 24-301 CHAP 1).

5.1.7.2 The contractor shall ensure vehicles are assigned against valid authorizations identified on the Major Command (MAJCOM) Vehicle Authorization Listing (VAL). The contractor shall ensure the CACRL (R-14/R-23) and OLVIMS records reflect accurate authorization and assignment data using the VAL as primary source document. (Ref: AFI 24-301 CHAP 6).

5.1.7.3 The contractor shall perform Registered Equipment Management System (REMs) functions IAW AFM 67-1 and AFI 24-301 (Chap 6) Responsibilities shall include but are not limited to the following:

- a. Monitor the VAL (to include tenants).
- b. Monitor the CACRL (to include tenant vehicle accounts).
- c. Review the table of allowances 012 and 002 monthly updates.
- d. Maintain VAL (to include tenants).
- e. Verify completed computer transactions with the D16 in the Equipment Management Section of Base supply.
- f. Process D16 inquiry cards.
- g. Clear computer rejects on REMs transactions.
- h. Receiving and issuing new vehicles (include vehicles shipped from other bases)

- i. Processing turn-ins for vehicles being shipped to other locations or transferred to DRMO.
- j. Loading, changing, and deleting authorization / in-use details on CACRL.
- k. Transferring vehicles from one CACRL detail to another.
- l. Reporting vehicles identified as unreported assets in the USAF Equipment Data Bank to Air Force Logistic Center.
- m. Ensuring all errors in the REMs reconciliation list are corrected.
- n. Maintain authorization records for Non-USAF vehicles (lease).
- o. Requesting authorization changes from MAJCOM using AF Form 601.

5.1.7.4 The contractor shall maintain vehicle authorization records IAW AFI 24-301 CHAP 6, and AFM 67-1.

5.1.7.5 The contractor shall at the completion of the contract, jointly with new contractor/FAC account for and assess the condition of all vehicles for transfer to the new contractor or the Government.

5.1.7.6 The contractor shall manage and maintain command and control vehicle authorizations and records IAW AFI 24-301 CHAP 15.

5.1.8 PRIORITY BUY PROGRAM.

5.1.8.1 The contractor shall prepare a written analysis of various priority buy alternatives and their impact on fleet management using Technical Order 36A-1-1301; present the alternatives and impact to the Functional Area Chief and LG prior to finalizing the annual priority buy input. (Ref: AFI 24-301 CHAP 1 & 3).

5.1.8.2 The contractor shall prepare and submit the Annual Vehicle Priority Buy Program IAW Technical Order 00-25-249 and by suspense date established by the Functional Area Chief. (Ref: AFI 24-301 CHAP 1 & 3).

5.1.9 FLEET ANALYSIS.

5.1.9.1 The contractor shall perform, prepare, and submit a written semi-annual analysis (July and January) of utilization versus capability of dispatch support, taxi, and bus service that determines the need for increases or decreases in vehicles assigned to support the dispatch support function. The analysis shall be submitted through the QAE to the Functional Area Chief

NLT 5 workdays after receipt of the June and December OLVIMS products. The Functional Area Chief will advise contractor of acceptability of recommendations, and the contractor shall initiate justifications and or changes within 10 work days of notification. (Ref: AFI 24-301 CHAP 3).

5.1.9.2 The contractor shall perform, prepare, and submit an annual written analysis of fleet utilization IAW AFI 24-301 thru the QAE to the Functional Area Chief NLT the 5th workday of February of each calendar year. The rotation portion of the analysis shall identify vehicles recommended for rotation. The Functional Area Chief will advise the contractor of vehicles, by registration numbers, to be rotated, and the contractor shall accomplish rotation of the vehicles within 30 days of notification. A summary of this analysis and resulting recommendations shall be briefed to the Functional Area Chief and Logistic Group Commander as specified in Para C-5.1.6.2, and a copy forwarded to MAJCOM NLT suspense established by the headquarters.

5.1.9.3 The contractor shall manage the vehicle rotation program (IAW AFI 24-301 CHAP 3).

5.1.9.4 The contractor shall maintain copies of all analyses for the duration of the contract.

5.1.9.5 The contractor shall administer the vehicle fuel conservation program for the Transportation Division.

5.1.9.6 The contractor shall attend meetings pertaining to transportation as required by the Functional Area Chief.

5.1.10 VEHICLE CONTROL FUNCTION.

5.1.10.1 The contractor shall function as the VCO for contractor assigned vehicles and shall accomplish the duties specified in AFI 24-301 CHAP 1 & 3. The contractor is not required to maintain a Vehicle continuity folder for contractor assigned vehicles.

5.1.10.2 The contractor shall manage the Vehicle Control Function (VCF) for the using organizations(IAW AFI 24-301 Chap 1 & 3).

5.1.10.3 The contractor shall maintain a current list of all VCOs and provide the Functional Area Chief, QAE and Ground Safety a current copy at the start of the contract and as changes occurs. (Ref: AFI 24-301 Chap 1 & 3).

5.1.10.4 The contractor shall orient all new VCOs/VCNCOIS. The contractor shall insure VCOs receipt for spare tires, jacks and special tools received with vehicles. The contractor shall maintain current copies of hand receipts signed by the VCO and insure hand receipts are updated when vehicles are rotated and or assignments change (Ref: AFI 24-301 CHAP 3).

5.1.10.5 The contractor shall conduct semi-annual VCO meetings. The contractor shall prepare, distribute, and maintain minutes. A copy of the VCO Meeting minutes shall be forwarded to each VCO and the QAE NLT 5 workdays after each meeting.

5.1.10.6 The contractor shall conduct semiannual Wing Assessment Vehicle Inspections. At a minimum, the contractor shall conduct a random inspection of at least 10 percent of the installation fleet every six months. The contractor determines the type based on trends that could affect mission support. Inspections shall emphasize safety items, unreported damage and operator care. Inspections criteria shall be developed locally and provided to each unit commander. A consolidated report shall be provided to the Logistics Commander after each inspection cycle. Ref: AFI 24-301, Chap 3.

5.1.10.7 The contractor shall accomplish annual Unit Vehicle Control Function assistance visits. The visits shall conform to requirements and shall be documented, distributed, and maintained (IAW AFI 24-301 CHAP 3).

5.1.10.8 The contractor shall develop and provide each VCO a written vehicle control guide book to assist in management of their unit assigned vehicles to include written procedures that pertain to off-base dispatch. REF: AFI 24-301 CHAP 3).

5.1.10.9 The contractor shall review all special purpose vehicle lesson plans developed by the using organizations for compliance with AFI 24-301. The contractor shall maintain file copies of all approved lesson plans and shall provide an approved copy of each lesson plan to the appropriate organization(s). The contractor is responsible for developing lesson plans for contractor assigned vehicles. As a minimum, the contractor shall develop lesson plans for assigned tractor/trailers, buses, fork-lifts, wrecker and tug. The contractor shall develop lesson plans when additional vehicles are assigned to the contractor that require training. (Ref: AFI 24-301 CHAP 4).

5.1.11 VEHICLE RENTAL/LEASES.

5.1.11.1 The contractor shall prepare, initiate and process an AF Form 9, request for Purchase, for rental of vehicles or equipment to meet peak workloads or special requirements of less than 60 days and obtain approval IAW AFI 24-301 CHAP 5 for rentals in excess of 60 days. The contractor shall provide operator care and service, clean interior and exterior of rented vehicles. (Ref: AFI 24-301 CHAP 5)

5.1.11.2 The contractor shall prepare and submit AF Form 9, Request for Purchase, thru the QAE, Functional Area Chief and appropriate funding agencies to the Contracting.

5.1.11.3 The contractor shall provide operators for the pick up, delivery to the user, and return of rental vehicles.

5.1.11.4 The contractor shall verify rental invoices and submit them to the Contracting Officer thru the Functional Area Chief, for certification.

5.1.11.5 Funding for rental or lease vehicles to compensate for VOC shall be the responsibility of the contractor.

5.1.12 U.S. GOVERNMENT FLEET SERVICES CARDS, SYSTEM TOLL TICKETS, AF FORM 15, AND AIR FORCE LICENSE PLATES

5.1.12.1 The contractor shall requisition, receive, issue, and control Fleet Services Cards, Toll Tickets, AF Forms 15 and Air Force License Plates IAW AFI 24-301 CHAP 3.

5.1.12.2 The contractor shall develop written procedures to insure the use of Fleet Services Cards Toll Tickets, AF Forms 15 and Air Force License Plates are adequately controlled IAW AFI 24-301 CHAP 3.

5.1.12.3 The contractor shall provide users written instructions detailing use of Fleet Services Cards and AF Forms 15 when forms are issued. The contractor shall reimburse the government for all cost, other than fuel and oil, that are charged on Fleet Services Cards or AF Forms 15 for vehicles covered by this contract. Initiate AF Form 616 actions IAW AFI 24-301, Chap 3. (Ref: AFI 24-301)

5.1.12.4 The contractor shall collect and turn in to the Contracting Officer thru the Functional Area Chief any premiums obtained by credit card users.

5.1.12.5 The contractor shall account for the use of all credit cards; verify and file receipts and payments, enter use data into OLVIMS, and certify SF Forms 1094, U.S. Tax Exemption Certificate, if applicable. (Ref: AFI 24-301 CHAP 3)

5.1.12.6 The contractor shall brief vehicle users on obtaining services at other government installations. The contractor is responsible for cost of repairs charged by other government installations for repairs to vehicles covered by this contract. The contractor shall forward copies of work order for each work performed at other installations to vehicles covered by this contract to the QAE monthly, negative updates are required. (Ref: AFI 24-301 CHAP 1)

5.1.13 COST ACCOUNTING.

5.1.13.1 The contractor shall prepare and submit the AF Form 1474, Agency Report of Motor Vehicles, IAW AFI 24-301 CHAP 5 and other required reports as required by AFI 24-301, AFMAN 24-307, AFCSM 24-1, and as listed at Technical Exhibit 4.

5.1.13.2 The contractor shall prepare and submit budget estimates and updates for Vehicle Operations, Maintenance and the QAEs, for Government furnished equipment and materials as requested by the FAC. (Ref: AFI24-301 and AFI 24-302).

5.1.14 OPERATOR LICENSING/RECORDS/TRAINING.

5.1.14.1 The contractor shall perform operator licensing and training IAW AFI 24-301 CHAP 4. Operator Records and Licensing Section hours of operation shall be as specified at Para C-5.1.1. The estimated work load is listed at Technical Exhibit 2b.

5.1.14.2 The contractor shall provide operator training for operators of all contractor assigned vehicles other than AFI 91- 207. Traffic Safety Education. The contractor shall train and road-test Unit Instructors when training and licensing requirements are for types vehicles assigned only to the contractor. (Ref: AFI 24-301 CHAP 4).

5.1.14.3 The contractor shall establish and maintain Drivers records IAW AFI 24-301 CHAP 4). The contractor shall maintain all AF Forms 171 for initial/renewal license issued and additions for a minimum of 6 months.

5.1.15 ACCIDENTS/ABUSE/MISUSE.

5.1.15.1 The contractor shall be responsible for processing and reporting vehicle accidents, abuse and misuse on all vehicles, other than Government furnished vehicles assigned to the contractor at Technical Exhibit 5f IAW AFMAN 24-306 CHAP 10 and AFI 24-302 CHAP 1 . Accidents, abuse and misuse of Government furnished vehicles assigned to the contractor at Technical Exhibit 5f shall be reported, along with a letter of investigation, to the Functional Area Chief for review and recommendations to the Contracting Officer. After review, of

accidents and abuse, the Contracting Officer will release the Government furnished vehicle assigned to the contractor for repairs. The contractor shall not initiate repair action on accident and abuses for contractor assigned vehicles until a release is received from the Contracting Officer.

5.1.15.2 The contractor shall identify, report, and process vehicle abuse IAW the Chief of Transportation's abuse policy. Vehicle Abuse policies are subject to changes and updates. The contractor shall implement updated procedures made by the Chief of Transportation. (Ref, , AFI 24- 302 CHAP 1, and AFMAN 24-307 CHAP 1).

5.1.15.3 The contractor shall insure all reported incidents of vehicle misuse are thoroughly investigated and corrective actions are completed IAW AFI 24-301 CHAP 2. .

5.1.15.4 The contractor shall reimburse the Government for accident/abuse damage caused by Vehicle Operations/Maintenance contractor employees. Reimbursement shall be for all direct labor hours and Parts/Material cost as reflected on the AF Form 20 (Repair cost and Reparable Value Statement). The Government will deduct the repair cost from the next months payment due the contractor.

5.1.16 TOP WHEELS PROGRAM

5.1.16.1 The contractor shall manage the Sheppard Top Wheels Program and perform the duties of the Vehicle Operations and Maintenance Control functions of the Top Wheels Program IAW AETCI 24-301.

5.2.2.11 The contractor shall process vehicles for storage IAW Technical Order 36-1-5. The contractor shall store vehicles in a secure area; protect removed parts, disconnected or exposed wiring from inclement weather; keep tires properly inflated; disconnect and wrap battery cables with tape at time the vehicle is placed in storage. The estimated work load is listed at Technical Exhibit 2d.

5.2.2.12 The contractor shall process vehicles for shipment IAW Technical Orders 36-1-5 and 36-1-23 or as directed by MAJCOM. The estimated work load is listed at Technical Exhibit 2d. (Ref: AFMAN 24-307, CHAP 1.

5.2.2.13 The contractor shall coordinate all planned vehicle radio installations with base communications facility; shall be responsible for installation of wiring and 24 volt charging systems; shall be responsible for damage to radio equipment caused by the contractor; and shall submit all request for radio installation thru the QAE to base communications. Ref: AFMAN 24-307 CHAP 1.

5.2.2.14 The contractor shall be responsible for installation or transfer of vehicle accessories and special equipment IAW AFMAN 24-307, CHAP 1, as approved by the Functional Area Chief. The contractor shall be responsible for repairs and parts after installation.

5.2.2.15 The contractor shall be responsible for insuring all load and dialectic testing requirements are accomplished IAW Technical Orders 00-20B-5 and 36-1-58. The contractor shall notify users in writing when load and dialectic testing is due and provide maintenance assistance as requested by the user. The contractor shall obtain test certifications from users and file in the appropriate historical record.

5.2.2.16 The contractor shall inspect, repair and install exhaust purifiers on Air Force vehicles IAW Technical Orders 00-20B-5 and 38-1-23.

5.2.2.17 The contractor shall inspect, repair, replace, install, and clean seat belts and head restraining devices in Air Force vehicles IAW Technical Orders 36A-1-6 and 00-20B-5.

5.2.2.18 The contractor shall install and maintain Lunettes and Pintle tow attachments IAW Technical Order 36-1-121.

5.2.2.19 The Government, Precision Measurement Equipment Laboratory (PMEL) will provide calibration of all required gauges for Refueling Vehicles/Equipment. Contractor shall establish and coordinate calibration requirements with the PMEL shop. Removal/installation, delivery, and pickup of refueling gauges calibrated by PMEL are the contractors responsibility. Note: the contractor shall be responsible for hydrostatic testing of hoses.

Sealant shall not be used to repair flats. Unserviceable tires shall not be stored on-base. Unserviceable tires shall be removed from base NLT the end of the next duty day after removal from the vehicle. Disposal of unserviceable tires is the contractors responsibility. (Ref: AFMAN 24-307 CHAP 4).

5.2.3.6 The contractor shall use OLVIMS major work order to document all unscheduled mobile, and minor maintenance requirements. (Ref: AFMAN 24-307 CHAP 1).

5.2.4 MAINTENANCE CONTROL AND ANALYSIS

5.2.4.1 The contractor shall collect, accumulate, store and input maintenance and operations data into OLVIMS IAW AFMAN 24-307 and AFCSM 24-1. The contractor shall verify the accuracy of data input into the OLVIMS and make corrections of erroneous data prior to any product output. The Maintenance Control and Analysis (MC&A) function shall be established and manned with a minimum of one dedicated full time person during the hours specified in Para C-5.2.1. (Ref. AFMAN 24-307 CHAP 2).

5.2.4.2 The contractor shall provide records, reports, and products specified in AFCSM 24-1 and AFMAN 24-307 CHAP 2). The contractor shall provide OLVIMS Retrieval Reports as requested by the FAC/QAE.

5.2.4.3 The contractor shall verify all reimbursable distribution codes with Accounting and Finance at the beginning of each fiscal year, and submit a list of all tenant organizations supported prior to inputting data into OLVIMS. (Ref: AFMAN 24-307 CHAP 2).

5.2.4.4 The contractor shall provide records, reports, and analysis as specified at Technical Exhibit 4.

5.2.4.5 The contractor shall perform, prepare and submit a written monthly analysis of performance, production, and deficiencies IAW AFMAN 24-307 CHAP 2 and 6, to the Functional Area Chief NLT the 10th day of the following month. The analysis shall identify causative factors and recommend solutions to correct existing deficiencies. The contractor shall provide additional written analysis as requested by the Functional Area Chief and MAJCOM.

5.2.4.6 The contractor shall process AF Form 15, USAF Invoice and Fleet Services Cards, U.S. Government Fleet Services Card, System, Receipts IAW AFMAN 24-307 CHAP 2, AFI 24-301 CHAP 3, and AFCSM 24-1.

5.2.4.7 The contractor shall prepare and submit budget estimates and budget estimate updates for government provided materials and equipment. (Ref. AFMAN 24-307 CHAP 1).

5.2.4.8 The contractor shall maintain a Technical Order and Publication library IAW Technical Orders 0-1-01, 0-1-02, 0-5-1, 0-5-2, AFPD 21-3. The contractor shall appoint a Primary and Alternate Customer Account Representative (CAR) and (TODO) in writing to manage and order Technical Orders and publications. Individuals appointed as CARs shall attend government training at the earliest possible quota. The contractor shall maintain current electronic files (ATOMS) in the management of the Technical Order files.

5.2.4.9 The contractor shall accomplish the Maintenance Control Function IAW AFMAN 24-307 CHAP 2. The Maintenance Control function shall be established and manned continuously with a minimum of one dedicated full time person during the hours specified at Para C-5.2.1.

5.2.4.10 The contractor shall provide on request, information pertaining to the maintenance status of any vehicle under going contract repair (estimated time in-commission is expected, status of back-ordered parts, etc.) to the Functional Area Chief, QAE or applicable Vehicle Control Officer when requested. (Ref. AFMAN 24 -307 CHAP 2).

5.2.4.11 The contractor shall prepare and submit Depot repair requirement reports IAW Technical Order 36A-1-112, thru the FAC, to meet suspense dates established by the Functional Area Chief. (Ref. AFMAN 24-307 CHAP 2).

5.2.4.12 The contractor shall up-grade the maintenance priority of any vehicle that has accumulated 72 hours of vehicle down for maintenance time without repairs being commenced and initiate repairs immediately. Repairs will be continuously during the normal hours of operation specified at Para C-5.2.1 or as directed by the Contracting Officer. Vehicle down for maintenance start time will be the same as the time entered on the operators inspection guide and trouble report. The 72 hours of vehicle down for maintenance without repairs being commenced will be computed on a 24 hour per day, 7 days per week basis, and holidays included. If the 72 hour limit occurs during a weekend or on a holiday, repairs shall commence at the beginning of the next scheduled duty day. Ref: AFMAN 24-307 CHAP 1.

5.2.4.13 The contractor shall obtain the QAEs approval to "waive" any maintenance. Compliance shall be indicated by the QAEs initials on the applicable 18XX series form. Entries shall not be altered, obliterated or erased. Request to waive an item that is disapproved and waived items not validated by the QAE shall be corrected by the contractor. Request to waive non-safety items on vehicles in replacement code "A" through "J" shall be considered on a case-by-case basis and approved/disapproved by the QAE. The contractor has the option to perform such repairs on non-safety items by ordering the part(s) deferred or deferring the labor hours. All deferred parts and or labor hours shall be accomplished

on the next work order opened on the applicable vehicle. (Ref: Transportation Advisory Notice (TAN) 94-04, and AFMAN 24-307 CHAP 4 and 6).

5.2.4.14 The contractor shall accomplish delayed maintenance for parts and/or labor hours on the first work order initiated for scheduled or unscheduled maintenance, on the applicable vehicle. (Ref: AFMAN 24-307 CHAP 4 and 6).

5.2.4.15 The contractor shall not exceed the standards for delayed maintenance backlog as established at Technical Exhibit 1. At 35 hours per 100 vehicle equivalents. (Ref: AFMAN 24-307 CHAP 2 and 6).

5.2.4.16 Vehicle-out-of-commission start time will be the same as the time entered on the operators inspection guide and trouble report IAW AFMAN 24-307 CHAP 1. VOC time ends when Maintenance Control validates that all work has been completed. Compliance shall be indicated by placing start and stop times on the OLVIMS Major work order. Closed work orders shall be completed and forwarded to the QAE NLT one (1) hour after close-out time. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.17 The contractor shall perform the MDR Program IAW Technical Orders 00-35D-54, 36-1-42 and AFMAN 24-307 CHAP 1. The contractor shall perform dull sword MDR reporting on nuclear certified equipment listed in Technical Order 00-110N-16. (Ref: AFI 91-103, AFI 91-207 and AFMAN 24-307 CHAP 1).

5.2.4.18 Cost of repair associated with accidents, abuse, and incidents shall be the responsibility of the contractor up to the one-time repair limits established IAW Technical Order 00-25-249. Accident and abuse documentation shall be IAW AFMAN 24-306 CHAP 10 and AFI 24-302 CHAP 1, unless specified otherwise by the Chief of Transportation's policy letter. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.19 The contractor shall accomplish repairs on transient Government vehicles on a priority maintenance basis as approved by the FAC. The estimated labor hours and material cost to repair transient Government vehicles is a part of the labor hours and parts cost listed at Technical Exhibit 2c. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.20 The contractor shall maintain the minimum VIC rates for various vehicle groupings established at Technical Exhibit 1. Ref: AFMAN 24-307 CHAP 1).

5.2.4.21 The contractor shall be responsible for repair costs up to the one-time repair limits established IAW Technical Order 00-25-249 for vehicles covered by this contract. When a repair estimate exceeds the one-time repair limit, excluding previously waived, delayed, or deferred maintenance, the contractor shall submit the requirement to the QAE. The repair costs that exceed the one-time repair limit will be negotiated between the

Contracting Officer and the contractor prior to performing the work. The Contracting Officer may direct a "tear down and quote" to establish accurate repair costs. The government will reimburse the contractor for all negotiated repair costs that exceed the one-time repair limits. VOC time will stop when the QAE receives a repair estimate that exceeds the one-time repair limit and will start once the Contracting Officer has given approval for the repairs. If the repair estimates are in error and it is determined that the one-time repair limit would not be exceeded, VOC time shall be calculated from the time the contractor received the vehicle for repair and the contractor shall not be paid the negotiated repair cost that exceeds the one-time repair limit. Vehicles received, not in T.O. 36-1-23 condition, may be put in safe and service condition, after being approved by contracting officer. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.22 The contractor shall provide priority repair of vehicles IAW AFMAN 24-307, CHAP 2, at any time within one (1) hour of notification and shall continue until the number of vehicles is at or above the Minimum Mission Essential Level. On emergency vehicles; Fire Trucks, Ambulances, and Security Police, contractor repair shall be continuous 24-hour per day, 7 days per week, and holidays included, until completed. The contractor shall provide written procedures for recall of mechanics to the Contracting Officer NLT contract start date. (Ref: AFMAN 24-307 CHAP 1).

5.2.4.23 Whenever the scheduled preventive maintenance or Deferred Maintenance backlog exceeds established standards, the government reserves the right to have these tasks performed by another contractor in order to meet the Performance Requirement. Cost incurred by the Government in exercising this right shall be reimbursed by the contractor to the Government. (Ref: AFMAN 24-307 CHAP 2 and 6).

5.2.4.24 The contractor shall provide data input services to support OLVIMS IAW AFI 24-301, AFMAN 24-307 CHAP 2 and 6 and AFCSM 24-1.

5.2.4.25 The contractor shall acquire written approval from the Chief of Transportation prior to assigning vehicle replacement codes A, B, C, or D. (Ref: AFMAN 24-307 CHAP 2).

5.2.5 TOP WHEELS PROGRAM.

5.2.5.1 The contractor shall perform the responsibilities of the vehicle maintenance function for the top wheels program IAW AETC Instruction 24-301.

5.4 REPORTS. The contractor shall submit reports IAW instructions outlined at Technical Exhibit 4, and other reports as required by the Chief of Transportation.

5.5 SUGGESTIONS. The contractor shall perform and provide written evaluations as outlined in AFI 38-401 for all suggestions that pertain to all aspects of vehicle operations and maintenance. The contractor shall correct, re-evaluate and re-accomplish suggestions as required by the Chief of Transportation.

5.6 GROUNDS MAINTENANCE. The contractor shall be responsible for mowing, clipping, edging, trimming, and watering of grass, ground cover, hedges and shrubs. Grass and Vegetation shall be mowed and maintained between two (2) and three (3) inches at all times. The contractor shall remove residue as a result of grounds maintenance from the grounds around and adjacent to the vehicle maintenance, refueling maintenance, vehicle operations, and wash rack facilities and up to three feet outside all perimeter fences and boundaries. Sidewalks and walk ways will be kept clear of ice and snow during inclement weather. The contractor shall be responsible for policing and cleaning outside work, storage and parking areas. The above will be accomplished at least once per week and more frequently when directed by the FAC/QAE Office. The contractor shall be responsible for replacing shrubs and areas of grass caused directly by the contractors negligence. Over-and- Above Grounds Maintenance may be required as specified at Para C- 4.7.2. Areas of responsibility are at Technical Exhibit 3b.

5.7 QUALITY CONTROL. The contractor shall perform quality control IAW documented quality control program. (Ref: AFMAN 24-307 CHAP 1).

5.8 MOBILITY DEPLOYMENT, DISASTER PREPAREDNESS AND OTHER EXERCISES AND CONTINGENCIES.

5.8.1 Upon notification, the contractor shall provide vehicle management and maintenance to support activation and exercise of contingency plans and mobilities. This effort shall be included as part of the price of the contract. The contractor shall also prepare required messages in support of Operational Plans, Contingencies, mobilities and the War Mobilization Plan (WMP). The contractor shall activate, man and operate the Transportation Control Center (TCC)/Sub-Motor Pool in Vehicle Dispatch for duration of exercises and contingencies. The TCC/Sub-Motor Pool shall be activated as directed by the Chief of Transportation, Logistic Control Center (LGC), Command Post, Transportation Control Unit (TCU) or a designated representative of these functions. Some situations require the Transportation Control Center to notify by telephone key base personnel or agencies that certain plans and or base recalls have been implemented. (Ref: AFI 10-403, AFI 32-4001, AFI 24-301, and AFM 24-307 CHAP 7).

5.8.1.1 The contractor shall provide the level of transportation support required; vehicle management, drivers and priority maintenance 24 hours per day, seven (7) days per week, & holidays included, for duration of contingencies and mobility exercises. NOTE: This is not considered over and above labor charges after normal duty hours as specified in para C 5.1.1 and C 5.2.1. This effort shall be included as part of the price of the contract. The contractor shall respond to contingencies and mobility exercises as required by the Contingency Plan/Mobility or as requested by authorities listed at Para C-5.8.1 during normal duty hours specified at Paras C-5.1.1 and C-5.2.1 unless requested otherwise and shall respond in time to provide the required level of transportation support after normal duty hours within (1) hour of notification by the Government. The contractor shall update, maintain and comply with all contingencies and mobility plans. (Ref: AFI 10-403, AFI 32-4001, AFI 24-301 CHAP 1 & 11 and AFMAN 24-307 CHAP 1 & 7).

5.8.1.2 The contractor shall use the priorities established by the Chief of Transportation, if the activation or exercise of multiple contingency plans generates conflicting support requirements. If the contractor cannot accomplish the routine workload due to activation or exercise of any contingency plan, reductions in payment based upon the performance requirements summary shall not be assigned for non-support of the lower priorities. (Ref: AFI 24-301 CHAP 1 and 11 and AFMAN 24-307 CHAP 1 & 7)

5.8.1.3 The contractor shall provide transportation and vehicle maintenance repair support IAW AFI 25-201 and as specified at Technical Exhibit 10 and 11. The scope of the contractors responsibility in support of current plans is at Technical Exhibits 10 and 11. (Ref: AFI 24-301 CHAP 1 and 11).

5.8.1.4 The contractor shall review AFI 32-4001, Base OPLAN 32-1 and Technical Exhibit 11 and submit at the time of the Pre-Award Survey, a plan for providing the maximum required drivers, vehicles and maintenance support. The contractor's plan shall demonstrate the capability to support the most demanding tasking and multiple contingencies exercised simultaneously. The contractor's plan shall be reviewed by the FAC and accepted by the Contracting Officer.

5.8.1.5 Mobility deployment responsibilities are outlined in AFI 10-403 and local mobility plans. The contractor shall provide a sub-motor pool coordinator to the Transportation Control Unit (TCU) during mobility exercises for the duration of the exercise. (Ref: AFI 24-301 CHAP 1 and 11).

5.8.1.6 The contractor will establish, man and operate a Mobility Sub-Motor Pool during activation or exercise of the Base Mobility Plan. The contractor shall provide one maintenance technician on standby at the sub-pool to perform emergency and minor maintenance for duration of exercises. Mobility Operating Procedures (MOP) 6 shall be used. The estimated workload is listed at Technical Exhibit 2b. (Ref: AFI 10-403)

5.8.1.7 Disaster Preparedness support responsibilities are outlined in AFI 32-4001. The contractor shall provide personnel and Government furnished equipment for specialized teams required in Base Operational Plan (BOP) 32-1. The contractor personnel who are members of specialized teams shall be trained by the Base Disaster Preparedness Office. The contractor shall update and maintain the appropriate annex to the BOP 32-1 as required by AFI 32-4001. The annex shall be submitted to the Contracting Officer for approval NLT 30 days prior to contract start date. The contractor shall assign a minimum of six (6) personnel to the vehicle decontamination (DECON) team. One shall be appointed chief and one primary alternate. Personnel must be designated in writing and the names submitted to the Functional Area Chief NLT contract start date. The vehicle DECON team is subject to be activated during any exercise or "real-world" contingency. Equipment required and used by the Vehicle DECON Team shall be maintained IAW Technical Orders 14P3-1-7, 14P4-1-151 and 14P4-9-31 and other applicable directives as required.

5.9 SURGE OPERATIONS.

5.9.1 Upon notification by the Contracting Officer, the contractor shall provide vehicle management and maintenance to support national commitments, up to and including a declared war. (Note: See Para 2.2.37) (Ref: AFI 10-403, AFI 32-4001, AFI 24-301 CHAP 1, 3, and 11 AFMAN 24-307 Chap 1).

5.9.2 The contractor shall provide vehicle management and maintenance 24 hours per day, 7 days per week and holidays included, for the duration of the emergency. The Contracting Officer shall advise the contractor verbally of the required level of effort and follow-up with a written change to the contract. A supplemental agreement shall be negotiated to compensate for service over and above the normal workload, pursuant to the "Changes" clause of this contract. (Ref: AFI 10-403, AFI 32-4001, AFI 24-301 CHAP 1, 3, and 11 and AFMAN 24-307 Chap 1).

5.10 MEETINGS. The contractor shall attend all meetings required by this contract and the Functional Area Chief.

AFI 91-207	CD	USAF Traffic Safety Program	OCT 95	M
AFI 91-301	CD	AF Occupational Safety Programs	JUN 96	M
AFI 91-302	CD	AF Occupational Safety Standards	APR 94	M
AFCSM 24-1		On-line Vehicle Interactive Management System (OLVIMS) End User Manual	SEP 97	M
AFJMAN 24-306		Manual for the Wheeled Vehicle Driver	AUG 93	M
AFMAN 23-110V2	CD	AF Supply Systems Electronic Public Library	APR 97	M
AFMAN 24-307	CD	Procedures for Vehicle Maintenance Management	SEP 95	M
AFMAN 37-123	CD	Management Records	AUG 94	M
AFMAN 37-126	CD	Preparing Official Communication	FEB 95	M
AFMAN 91-201	CD	Explosive Safety Standards,	DEC 96	M
AFP 55-36		SUPERSEDED SEP 95		
AFPD 21-3	CD	AF Technical Order System Management	MAY 93	M
AFPD 23-3	CD	Energy Management	SEP 93	A
AFPD 24-3	CD	Operation, Maint & use of Transportation Vehicles & Equipment	OCT 93	M

PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE	MAXIMUM PAYMENT PERCENTAGE FOR MEETING THE PERFORMANCE REQUIREMENT
RS-1 Contractor Personnel present a neat, groomed appearance C-1.2.2.1	Contractor personnel present a clean, neat appearance, wear identification badges and uniform	1 Defects Lot is the number of days in the month	Weekly Check 100%	.1%
RS-2 Provide UDI Support C-5.1.5.7 C-5.1.5.7.1 C-5.1.5.8 C-5.1.5.9	Within fleet limits, vehicles made ready for dispatch NLT 2 hrs after turn in, appropriate 1800 series from signed and not dispatched over 72 hrs and outside POD without prior approval	2 Defects Lot number of U-drive-it request during the month	Weekly Check 100%	2.4%
RS-3 Manage Fleet Service Card C-5.1.12 thru C-5.1.12.6	Forms accounted for, issued and managed IAW AFI 24-301 CHAP 3	0 Defects Lot is total number of cards assigned to the base	Monthly Check 100%	.2%
RS-4 Inspection of DAFIS AF Form 868 C-5.1.5.5, C-5.1.5.6	DAFIS data information provided NLT 1200 next work day for review IAW AFI 24-301 CHAP 1	1 Defects Lot is total number of completed AF Forms during the month	Daily Check 100%	.4%
RS-5 Provide unscheduled taxi, bus, cargo movement C-5.1.5.1; C-5.1.5.2; C-5.1.5.4; C-5.1.5.10; C-5.1.5.15; C-5.1.5.17; C-5.1.5.20	Customer and cargo picked up within 10 minutes of requested time	2 Defects Lot is the number of unscheduled responses during the month	Random Sample	30.0%
RS-6 Provide Scheduled Bus Service (Red and Blue) Routes C-5.1.5.16	Bus arrived at stop no more than 5 minutes before scheduled time; departs stop no earlier than scheduled time nor more than 5 after scheduled departure time	2 Defects Lot is number of scheduled stops per day times the number of workdays in the month	Random Sample	10.2%
RS-7 Provide Transit Aircrew And Passenger Support C-5.1.5.3	Respond to Aircrew/Passenger Transportation Request within 10 Minutes of requested time	Lot is the number of aircrew/passenger responses during the month	Customer Complaint	N/A
RS-8 Provide Vehicle Recovery Service C-5.1.4.1 thru C-5.1.2.3	Wrecker responds within 15 minutes of notification of requirement	Lot is number of responses during the month	Customer Complaint	N/A

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REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE	MAXIMUM PAYMENT PERCENTAGE FOR MEETING THE PERFORMANCE REQUIREMENT
RS-9 Provide Vehicle Care To Contractor Assigned Vehicles C-5.1.2.1 thru C-5.1.2.3	Vehicles properly maintained IAW AFI 24-301 CHAP 1	2 Defects Lot number of contractor assigned vehicles times the number of workdays in the month	Random Sample	3.6%
RS-10 Operate The Wash Facility C-5.1.3.1 thru C-5.1.3.6	Facility clean, operational, and cleaning equipment and supplies available. If inoperative, action taken to repair or parts on order	1 Defect Lot is number of days in the month	Weekly Check 100%	.6%
RS-11 Manage Vehicle Control Program C-5.1.10.1 thru 5.1.10.9	Assure management compliance IAW AFI 24-301 CHAP 1	2 Defects Lot is number of VCO folders maintained per every six months	Semi-Annual Check 100%	1.1%
RS-12 Manage EAR/U C-5.1.6.1 thru C-5.1.6.6	Assure management compliance IAW AFI 24-301, Chap 1 and 5	1 Defect Lot is the number of 601's processed Annually	Annually Check 100%	.3%
RS-13 Provide Driver Licensing C-5.1.14.1; C-5.1.14.2; C-5.1.14.3	Licensing provided IAW AFI 24-301 CHAP 4	1 Defect Lot is number of licenses issued during six month period	Management Information System (MIS) Semi-Annual	1.1%
RS-14 Provide Accident, Abuse and Misuse Investigation and Reporting C-5.1.15 thru C-5.1.15.3	Investigation and reporting IAW AFMAN 24-307 CHAP 1	1 Defect Lot is number of accident, abuse and misuse folders maintained during the quarter	Quarterly Check 100%	.5%
RS-15 Quality of Completed Work C-5.2.2 thru C-5.2.2.5	All work completed IAW applicable Technical Orders	2 Defects Lot is number of OLVIMS produced workorders during the month listed on the PCNSB004-115	Random Sample	23.2%
RS-16 Required Paperwork Completed C-5.2.4.9; C-5.2.4.12; C-5.2.4.13; C-5.2.4.14; C-5.2.4.16; C-5.2.4.22	Completed paperwork must be accurate and completed IAW AFMAN 24-307 CHAP 1.2.3, and 6	2 Defects Lot is number of OLVIMS produced workorders during the month listed on the PCNSB004-115	Random Sample	1.3%

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PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE	MAXIMUM PAYMENT PERCENTAGE FOR MEETING THE PERFORMANCE REQUIREMENT
RS-25 Maintain TCTO Log C-5.2.2.6	Current status of TCTO's reflected on log	0 Defects Lot is number of TCTO's maintained during the six month period	Semi-Annual Check 100%	.3%
RS-26 Verify Accuracy of Indirect Cost Charging C-5.2.4.1; C-5.2.6.1	Approved items charged as indirect cost. Purchase sales slip equal indirect cost on the PCNSB004-005	1 Defect Lot is number of work days in the month	Monthly Check 100%	.5%
RS-27 Support Deployments, Disaster Preparedness and Other Required Exercises C-5.8.1 thru C-5.8.1.8 C-5.9.1, C-5.9.2	Provide sufficient vehicle management/management to support mobility deployments, contingencies and exercises	1 Defect Lot is the number of mobility deployments, contingencies and exercises supported during the quarter	Quarterly Check 100%	.2%
RS-28 Submit Required Reports C-5.4	Reports submitted IAW Technical Exhibit 4 and Para 5.4 except Depot Repair Requirement Report	1 Defect Lot is the number of reports required to be submitted during the month	Monthly Check 100%	.4%
RS-29 Maintain Technical Orders and Publications Library C-5.2.4.8 and Section C-6	All Mandatory Technical Orders and Publications on-hand and up-to-date	2 Defects Lot is the number of mandatory Technical Orders and Publications listed in Section C-6	Random Sample	1.0%
RS-30 Delayed Maintenance C-5.2.4.15	Delayed maintenance hours less than 35 hours per 100 vehicle equivalents	0 Defects Lot is number of Vehicle Equivalents assigned on PCNSB004-023	Monthly Check 100%	.4%
RS-31 Vehicle Analysis C-5.1.9.1, C-5.1.9.3, C-5.1.9.4, C-5.2.4.4, C-5.2.4.5	Analysis completed IAW AFI 24-301 Chap 3 and AFMAN 24-307 Chap 2 AFSCM 24-1	0 Defects Lot is number of analysis required semi-annually	Semi-Annual Check 100%	.7%
RS-32 Scheduled Mobile Maintenance C-5.2.3.2	All required scheduled mobile maintenance completed during the month	0 Defects Lot is number of required scheduled mobile maintenance during the month	Monthly Check 100%	.1%

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PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE	MANAGEMENT PERFORMANCE MEETING PERFORMANCE REQUIREMENT
RS-33 Unscheduled Mobile Maintenance (Service Call) C-5.2.3.3	Unscheduled mobile maintenance responded to within 15 minutes of requested time during normal duty hours; 45 minutes after normal duty hours and all unscheduled mobile maintenance recorded on OLVIMS Major Work Orders	Lot is the number of unscheduled maintenance requests during the month	Customer Complaint	N/A
RS-34 Manage Vehicle Authorizations and REMs System C-5.1.7, thru C-5.1.7.4	Assure management compliance IAW AFI 24-301 Chap 5 and 6 and AFM 67-1 Vol II, Part 2, Chap 22	1 Defect Lot is the number of DD Form 1348-1 transactions during the month	Monthly Check 100%	2%
RS-35 Policing of Grounds C-1.10.2 thru 1.10.5; C-3.2.5.1; C-4.7.1, C-4.7.2; C-5.6 and Technical Exhibit 6	Grounds policed and maintained IAW requirements of the contract	1 Defect Lot is the number of days in the month	Weekly Check 100%	2%
RS-36 Equipment Inspection and Maintenance C-5.2.7 thru C-5.2.7.6	All Government furnished equipment is inspected as required and maintained in a safe operating condition	0 Defects Lot is total number of pieces of Government furnished equipment	Monthly Check 100%	2%

CONTRACT DATA REQUIREMENT LIST						FORM APPROVED OMB NO. 0704-0188																												
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____																														
D. SYSTEM/ITEM		E. CONTRACT/PR NO.			F. CONTRACTOR																													
1. DATA ITEM NO. 001		2. TITLE OF DATA ITEM Contractor's Quality Control Plan Report			3. SUBTITLE																													
4. AUTHORITY: (Data Acquisition Data No.) AFI 24-301 and AFMAN 24-307			5. CONTRACT REFERENCE C-1.3 thru C-1.3.2.2		6. REQUIRING OFFICE Contracting Officer																													
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY one-time	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION																													
8. APP CODE		11. AS OF DATE 1 Oct 92	13. DATE OF SUBSEQUENT SUBMISSION Update As Changes Occur		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2" style="text-align: left;">a. ADDRESSES</th> <th colspan="3" style="text-align: center;">b. COPIES</th> </tr> <tr> <th colspan="3" style="text-align: center;">Final</th> </tr> <tr> <td></td> <td style="text-align: center;">Draft</td> <td style="text-align: center;">Reg</td> <td style="text-align: center;">Repro</td> </tr> <tr> <td>LGCV</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15. TOTAL</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td></td> </tr> </table>			a. ADDRESSES	b. COPIES			Final				Draft	Reg	Repro	LGCV	1	1										15. TOTAL	1	1	
a. ADDRESSES	b. COPIES																																	
	Final																																	
	Draft	Reg	Repro																															
LGCV	1	1																																
15. TOTAL	1	1																																
16. REMARKS: Establish a Quality Control Plan to assure requirements of the contract are provided as specified. Provide three draft copies to the ACO NLT the Pre-Performance Conference and three approved copies of the plan to the ACO NLT contract start date.																																		
1. DATA ITEM NO. 002		2. TITLE OF DATA ITEM Contractor's Quality Control Inspection File Report			3. SUBTITLE																													
4. AUTHORITY (Data Acquisition Data No.) AFI 24-301 and AFMAN 24-307			5. CONTRACT REFERENCE C-1.3.2.3		6. REQUIRING OFFICE Functional Area Chief																													
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION 1 October 1995		14. DISTRIBUTION																													
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2" style="text-align: left;">a. ADDRESSES</th> <th colspan="3" style="text-align: center;">b. COPIES</th> </tr> <tr> <th colspan="3" style="text-align: center;">Final</th> </tr> <tr> <td></td> <td style="text-align: center;">Draft</td> <td style="text-align: center;">Reg</td> <td style="text-align: center;">Repro</td> </tr> <tr> <td>CFM</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15. TOTAL</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td></td> </tr> </table>			a. ADDRESSES	b. COPIES			Final				Draft	Reg	Repro	CFM	0	1										15. TOTAL	0	1	
a. ADDRESSES	b. COPIES																																	
	Final																																	
	Draft	Reg	Repro																															
CFM	0	1																																
15. TOTAL	0	1																																
16. REMARKS: Maintain copies of Quality Control Inspections throughout terms of the contract.																																		
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE																												

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CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____		
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO. 011	2. TITLE OF DATA ITEM Fleet Services Cards Billings Report				3. SUBTITLE	
4. AUTHORITY: (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.12 thru C-5.1.12.6		6. REQUIRING OFFICE Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required	a. ADDRESSES		
16. REMARKS: Match receipts with billing invoice; certify accuracy for payment and initiate tax exemption certificates when appropriate. Coordinate certified invoices with QAE before forwarding to ACF.				b. COPIES		
				Final		
				Draft	Reg	Repro
				ACF	0	1
				15. TOTAL		
1. DATA ITEM NO. 012		2. TITLE OF DATA ITEM Equipment Action Request (AF Form 601) Report		3. SUBTITLE		
4. AUTHORITY: (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.7.2; C-5.1.7.3 and C-3.1.2		6. REQUIRING OFFICE Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required	a. ADDRESSES		
16. REMARKS: Is required on transactions for new vehicle requirements, deletions, and for certain types of equipment.				b. COPIES		
				Final		
				Draft	Reg	Repro
				82 LS/LGST	0	1
				CPM	0	1
15. TOTAL				82 LS/LGST-QAE		
				0 1		
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE

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CONTRACT DATA REQUIREMENT LIST						FORM APPROVED OMB NO. 07040188																																												
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____																																														
D. SYSTEM/ITEM		E. CONTRACT/PR NO.			F. CONTRACTOR																																													
1. DATA ITEM NO.	2. TITLE OF DATA ITEM RESERVED				3. SUBTITLE																																													
4. AUTHORITY: (Data Acquisition Data No.)				5. CONTRACT REFERENCE		6. REQUIRING OFFICE																																												
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION																																													
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">a. ADDRESSES</th> <th colspan="3" style="text-align: center;">b. COPIES</th> </tr> <tr> <td colspan="2" rowspan="2"></td> <td colspan="3" style="text-align: center;">Final</td> </tr> <tr> <td style="text-align: center;">Draft</td> <td style="text-align: center;">Reg</td> <td style="text-align: center;">Repro</td> </tr> <tr><td colspan="2"></td><td></td><td></td><td></td></tr> <tr><td colspan="2"></td><td></td><td></td><td></td></tr> <tr><td colspan="2"></td><td></td><td></td><td></td></tr> <tr><td colspan="2"></td><td></td><td></td><td></td></tr> <tr> <td colspan="2">15. TOTAL</td> <td></td> <td></td> <td></td> </tr> </table>			a. ADDRESSES		b. COPIES					Final			Draft	Reg	Repro																					15. TOTAL									
a. ADDRESSES		b. COPIES																																																
		Final																																																
		Draft	Reg	Repro																																														
15. TOTAL																																																		
16. REMARKS:																																																		
1. DATA ITEM NO. 014		2. TITLE OF DATA ITEM Priority Buy Program (LOG-LO-(A)-7301 Report				3. SUBTITLE																																												
4. AUTHORITY (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.8		6. REQUIRING OFFICE Functional Area Chief																																														
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annual	12. DATE OF FIRST SUBMISSION 1 October 1995		14. DISTRIBUTION																																													
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION End of March		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">a. ADDRESSES</th> <th colspan="3" style="text-align: center;">b. COPIES</th> </tr> <tr> <td colspan="2" rowspan="2"></td> <td colspan="3" style="text-align: center;">Final</td> </tr> <tr> <td style="text-align: center;">Draft</td> <td style="text-align: center;">Reg</td> <td style="text-align: center;">Repro</td> </tr> <tr><td colspan="2">CFM</td><td style="text-align: center;">0</td><td style="text-align: center;">1</td><td></td></tr> <tr><td colspan="2">82 LS/LGST</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td><td></td></tr> <tr><td colspan="2">82 LS/LGST-QAE</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td><td></td></tr> <tr><td colspan="2">AETC/LGTV</td><td style="text-align: center;">0</td><td style="text-align: center;">1</td><td></td></tr> <tr><td colspan="2"></td><td></td><td></td><td></td></tr> <tr> <td colspan="2">15. TOTAL</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td></td> </tr> </table>			a. ADDRESSES		b. COPIES					Final			Draft	Reg	Repro	CFM		0	1		82 LS/LGST		1	1		82 LS/LGST-QAE		1	1		AETC/LGTV		0	1							15. TOTAL		2	4	
a. ADDRESSES		b. COPIES																																																
		Final																																																
		Draft	Reg	Repro																																														
CFM		0	1																																															
82 LS/LGST		1	1																																															
82 LS/LGST-QAE		1	1																																															
AETC/LGTV		0	1																																															
15. TOTAL		2	4																																															
16. REMARKS: Report assembled in conjunction with REMs and submitted not later than date cited in Technical Order unless established otherwise by the MAJCOM or Functional Area Chief.																																																		
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE																																												

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CONTRACT DATA REQUIREMENT LIST					FORM APPROVED OMB NO. 0704-0188	
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____		
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO. 015	2. TITLE OF DATA ITEM Vehicle Control Program Meetings/Minutes Report				3. SUBTITLE	
4. AUTHORITY: (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.10.5		6. REQUIRING OFFICE Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Semi-Annual	12. DATE OF FIRST SUBMISSION 1 October 1995	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION Not Later Than Five (5) After Each Meeting	a. ADDRESSES		
16. REMARKS: Conduct semi-annual meetings, prepare and distribute minutes, maintain and file minutes.				b. COPIES		
				Final		
				Draft	Reg	Repro
				CFM	0	1
				VCO	0	1
				B2 LS/LGST-QAE	0	1
15. TOTAL				0	3	
1. DATA ITEM NO. 016	2. TITLE OF DATA ITEM Request for Purchase (AF Form 9) Report				3. SUBTITLE	
4. AUTHORITY (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.11		6. REQUIRING OFFICE Functional Area Chief		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required	a. ADDRESSES		
16. REMARKS: Is required for both full and part-time rentals. Each AF Form 9 shall be coordinated through the appropriate agencies prior to being forwarded to Contracting.				b. COPIES		
				Final		
				Draft	Reg	Repro
				CFM	0	1
				LGCV	0	1
15. TOTAL				0	2	
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____																								
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR																								
1. DATA ITEM NO. 017	2. TITLE OF DATA ITEM Accidents/Abuse and Misuse Reports				3. SUBTITLE																							
4. AUTHORITY: (Data Acquisition Data No.) AFMAN 24-307 and AFI 24-301		5. CONTRACT REFERENCE C-5.1.15		6. REQUIRING OFFICE Functional Area Chief																								
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION																								
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">a. ADDRESSES</th> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td>CPM</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>82 LS/LGST-OAE</td> <td>0</td> <td>1</td> <td>0</td> </tr> <tr> <td>Unit Commander</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>15. TOTAL</td> <td>0</td> <td>3</td> <td></td> </tr> </table>			a. ADDRESSES	b. COPIES			Draft	Reg	Repro	CPM	0	1		82 LS/LGST-OAE	0	1	0	Unit Commander	0	1		15. TOTAL	0	3
a. ADDRESSES	b. COPIES																											
	Draft	Reg	Repro																									
CPM	0	1																										
82 LS/LGST-OAE	0	1	0																									
Unit Commander	0	1																										
15. TOTAL	0	3																										
16. REMARKS: Reports are to be completed and filed IAW AFI 24-301 and AFMAN 24-307. Reports are prepared IAW the Chief of Transportation's Policy Letters.																												
1. DATA ITEM NO. 018	2. TITLE OF DATA ITEM Agency Report of Motor Vehicle Data (AF Form 1474)				3. SUBTITLE																							
4. AUTHORITY: (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.13.1		6. REQUIRING OFFICE Functional Area Chief																								
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annual	12. DATE OF FIRST SUBMISSION See Item 13	14. DISTRIBUTION																								
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION NLT 15 Sep each Calendar Year	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">a. ADDRESSES</th> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td>CPM</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>82 LS/LGSTOAE</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>AETC/LGTV</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>15. TOTAL</td> <td>0</td> <td>3</td> <td></td> </tr> </table>			a. ADDRESSES	b. COPIES			Draft	Reg	Repro	CPM	0	1		82 LS/LGSTOAE	0	1		AETC/LGTV		1		15. TOTAL	0	3
a. ADDRESSES	b. COPIES																											
	Draft	Reg	Repro																									
CPM	0	1																										
82 LS/LGSTOAE	0	1																										
AETC/LGTV		1																										
15. TOTAL	0	3																										
16. REMARKS: Is required on all hired vehicles from 1 Sep - 31 Aug each year. Due HQ AETC/LGTV by 15 September of each calendar year.																												
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE																							

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO. 019	2. TITLE OF DATA ITEM Dispatch Support, Taxi and Bus Service Analysis Report			3. SUBTITLE			
4. AUTHORITY: (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.9.1		6. REQUIRING OFFICE Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Semi-Annual	12. DATE OF FIRST SUBMISSION See Item 13	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION NLT 5 Days After Receipt of Jun & Dec OIVIMS Products	a. ADDRESSES			
16. REMARKS: This report compares utilization verses capability to determine need for increases, decreases and optimum vehicle mix to meet mission needs. Report is prepared IAW AFI 24-301 and AETC Sup 1. The report is maintained by contractor for duration of the contract.				b. COPIES			
				Final			
				Draft	Reg	Repro	
				CFM	0	1	
				82 LS/LGST	0	1	
				82 LS/LGST-QAE	0	1	
15. TOTAL				0	3		
1. DATA ITEM NO. 020	2. TITLE OF DATA ITEM Annual Fleet Utilization and Rotation Analysis Report			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.9.3		6. REQUIRING OFFICE Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annual	12. DATE OF FIRST SUBMISSION See Item 13	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION NLT 5th Workday of Feb each Calendar Year	a. ADDRESSES			
16. REMARKS: Provides semi-annual report on the effectiveness of overall fleet management by vehicle type. Prepared IAW AFI 24-301 and AETC Sup I. Maintain analysis for duration of the contract.				b. COPIES			
				Final			
				Draft	Reg	Repro	
				CFM	0	1	
				82 LS/LGST	0	1	
				82 LS/LGST-QAE	0	1	
15. TOTAL				0	4		
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE	

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO. 021	2. TITLE OF DATA ITEM Vehicle Authorization Analysis Report				3. SUBTITLE		
4. AUTHORITY: (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.7.1		6. REQUIRING OFFICE Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required	15. TOTAL			
16. REMARKS: Analysis will be recorded or attached to AF Form 601. Vehicle Managers must have an adequate data base and a structured factor analysis when evaluating vehicle authorization request and re-evaluation. Each new request and re-evaluation.				a. ADDRESSES			
				b. COPIES			
					Draft	Reg	Repro
				CFM	0	1	
				82 LS/LGST	1	1	
				82 LS/LGST-OAE	1	1	
				15. TOTAL	2	3	
1. DATA ITEM NO. 022	2. TITLE OF DATA ITEM Semi-Annual Wing Assessment Vehicle Inspection Report				3. SUBTITLE		
4. AUTHORITY (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.10.6		6. REQUIRING OFFICE Functional Area Chief			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Semi-Annual	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As Required	15. TOTAL			
16. REMARKS: Prepare and maintain no-notice unit vehicle inspection findings. Provide copies to inspected organization within 15 days after inspection.				a. ADDRESSES			
				b. COPIES			
					Draft	Reg	Repro
				CFM	0	1	
				82 LS/LGST	0	1	
				Cmdr of Unit	0	1	
				15. TOTAL	0	3	
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE	

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D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR																								
1. DATA ITEM NO. 023	2. TITLE OF DATA ITEM Annual Vehicle Control Function Assistance Visit Report				3. SUBTITLE																							
4. AUTHORITY: (Data Acquisition Data No.) AFI 24-301		5. CONTRACT REFERENCE C-5.1.10.7		6. REQUIRING OFFICE Functional Area Chief																								
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annually	12. DATE OF FIRST SUBMISSION 1 October 1995	14. DISTRIBUTION																								
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION Annually	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">a. ADDRESSES</th> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td>CFM</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>Unit Commander</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>#2 LS/LGST-QAE</td> <td>1</td> <td>1</td> <td></td> </tr> <tr> <td>15. TOTAL</td> <td>1</td> <td>3</td> <td></td> </tr> </table>			a. ADDRESSES	b. COPIES			Draft	Reg	Repro	CFM	0	1		Unit Commander	0	1		#2 LS/LGST-QAE	1	1		15. TOTAL	1	3
a. ADDRESSES	b. COPIES																											
	Draft	Reg	Repro																									
CFM	0	1																										
Unit Commander	0	1																										
#2 LS/LGST-QAE	1	1																										
15. TOTAL	1	3																										
16. REMARKS: This report is to evaluate the effectiveness of the Unit Vehicle Control Program, inspect the program and discuss unit vehicle related problems																												
1. DATA ITEM NO. 024	2. TITLE OF DATA ITEM Depot Repair Reports				3. SUBTITLE																							
4. AUTHORITY: (Data Acquisition Data No.) AFMAN 24-307		5. CONTRACT REFERENCE C-2.2.4 and C-5.2.2.2		6. REQUIRING OFFICE Functional Area Chief																								
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As Required	12. DATE OF FIRST SUBMISSION As Required	14. DISTRIBUTION																								
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION IAW T.O. 36A-1-112	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">a. ADDRESSES</th> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td>CFM</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>#2 LS/LGST-QAE</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>AETC/LGTV</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>15. TOTAL</td> <td>0</td> <td>3</td> <td></td> </tr> </table>			a. ADDRESSES	b. COPIES			Draft	Reg	Repro	CFM	0	1		#2 LS/LGST-QAE	0	1		AETC/LGTV	0	1		15. TOTAL	0	3
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#2 LS/LGST-QAE	0	1																										
AETC/LGTV	0	1																										
15. TOTAL	0	3																										
16. REMARKS: Prepare report IAW T.O. 36A-1-112 to include forecasting requirements necessary to complete reports.																												
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE																						

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DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Accident/Abuse/Misuse Report		2 IDENTIFICATION NUMBER VOM - 017	
3 DESCRIPTION/PURPOSE Reports are required to track and highlight areas for corrective action(s).			
4 APPROVAL DATE NA	5 OFFICE OF (OPR) NA	6a DTIC NA	6b GIDEP NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION NA	9a APPLICABLE FORMS NA	9b AMSC NUMBER NA	
10 PREPARATION INSTRUCTIONS Reports will be prepared in accordance with AFI 24-301, CHAP 2, and AFMAN 24-307, CHAP 1. (Contract Reference: C-5.1.15)			
11 DISTRIBUTION STATEMENT			

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DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Dispatch Support, Taxi and Bus Service Analysis Report		2 IDENTIFICATION NUMBER VOM - 019	
3 DESCRIPTION/PURPOSE Effective Dispatch Support must include a constant assessment of services provided, customer needs, economy and effectiveness of section performance. Dispatch Support, Taxi and Bus Service Analysis must be analyzed semi-annually as well as analysis of overall operation to identify workloads, peak periods, and necessary management action(s).			
4 APPROVAL DATE NA	5 OFFICE OF (OPR) NA	6a DTIC NA	6b GIDEP NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION NA	9a APPLICABLE FORMS NA	9b AMSC NUMBER NA	
10 PREPARATION INSTRUCTIONS Analysis and recommendations must be typewritten and accomplished and maintained IAW AFI 24-301 , CHAP 3. (Contract References: C-5.1.9.1)			
11 DISTRIBUTION STATEMENT			

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DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Annual Utilization and Rotation Analysis Report		2 IDENTIFICATION NUMBER VOM - 020	
3 DESCRIPTION/PURPOSE Annual Analysis will provide a report on the effectiveness of overall fleet management for the entire fleet and will be by vehicle type. Analysis will be used in determining trends in utilization, cost, fuel usage, VOC rates, rotation requirements etc.			
4 APPROVAL DATE NA	5 OFFICE OF (OPR) NA	6a DTIC NA	6b GIDEP NA
7 APPLICATION/INTERRELATIONSHIP Report will be used to identify problem areas and recommend corrective action such as rotating newer vehicles or vehicles with lower mileage, improvements in driver training, eliminating unnecessary vehicles.			
8 APPROVAL LIMITATION NA	9a APPLICABLE FORMS NA	9b AMSC NUMBER NA	
10 PREPARATION INSTRUCTIONS Report must be typewritten and as a minimum cover those areas identified in AFI 24-301 , and AETC Sup I. (Contract Reference: C-5.1.9.3)			
11 DISTRIBUTION STATEMENT			

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DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE	2 IDENTIFICATION NUMBER		
Vehicle Authorization Analysis Report		VOM - 021	
3 DESCRIPTION/PURPOSE Vehicle Managers must have an adequate data base and a structured factor analysis when evaluating vehicle authorization request. Recommendations to the LG/CC to approve or disapprove the initial or continuing authorization must be based on best information available and must be presented in such a manner to be concise, clear, and unequivocally support that recommendation.			
4 APPROVAL DATE	5 OFFICE OF (OPR)	6a DTIC	6b GIDEP
NA	NA	NA	NA
7 APPLICATION/INTERRELATIONSHIP			
8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER	
NA	NA	NA	
10 PREPARATION INSTRUCTIONS Analysis must be typewritten and as a minimum cover those areas identified in AFI 24-301 CHAP 1. (Contract Reference: C-5.1.7.1)			
11 DISTRIBUTION STATEMENT			

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DATA ITEM DESCRIPTION		FORM APPROVED OMB NO. 0704-0188	
1 TITLE Annual Vehicle Control Function Assistance Visit Report		2 IDENTIFICATION NUMBER VOM - 023	
3 DESCRIPTION/PURPOSE An assistance visit to the unit to inspect, discuss unit analysis and resolve vehicle related problems.			
4 APPROVAL DATE NA	5 OFFICE OF (OPR) NA	6a DTIC NA	6b GIDEP NA
7 APPLICATION/INTERRELATIONSHIP The staff assistance visit evaluates the overall effectiveness of the unit vehicle control program.			
8 APPROVAL LIMITATION NA	9a APPLICABLE FORMS NA	9b AMSC NUMBER NA	
10 PREPARATION INSTRUCTIONS Report is conducted, documented and distributed IAW AFI 24-301 CHAP 3 Copies of the report shall be retained on file by the contractor for duration of the contract. (Contract Reference: C-5.1.10.7)			
11 DISTRIBUTION STATEMENT			

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